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|  Independent Verification & Validation Facility | Control of Quality Records | IVV 16 Revision: G Effective Date: March 13, 2004 |
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| APPROVAL SIGNATURES | | DATE |
|---|----------------------------------|-------------|
| Gregory Blaney (original signature on file) | Management System Representative | 03/12/2004 |
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| REVISION HISTORY | | | |
|-------------------------|---|--------------------------|----------------|
| Rev. No. | Description of Change | Author | Effective Date |
| Basic | Initial Release | Siamak Yassini IT/332 | 07/23/98 |
| A | Quality Record - format and inputs changes | Siamak Yassini IT/332 | 08/26/98 |
| B | Quality Records is updated to include the Technical Report of design and verification review | Siamak Yassini IT/332 | 10/08/98 |
| C | Quality Records is updated to include the purchasing, OSMA record, project management records | Siamak Yassini IT/332 | 01/28/99 |
| D | References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual | Siamak Yassini IT/332 | 09/10/99 |
| E | Form and Format changes, numbering change to delete Ames Research Center | Griggs | 12/06/00 |
| F | Reflect new management (approval), Quality Records defined in SLPs. | Shirley Simmons | 04/20/01 |
| G | Change in Reference Documents | Natalie Alvaro | 03/13/04 |
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| REFERENCE DOCUMENTS | |
|---------------------|---------------------------------|
| Document Number | Document Title |
| IVV 09-4 | Project Management |
| IVV QM | IV&V Facility Quality Manual |
| NPD 1440.6 | NASA Records Management |
| NPR 1441.1 | NASA Records Retention Schedule |
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1.0 Purpose

The purpose of this document is to establish and maintain a documented procedure for the collection, indexing, accessing, filing, storage, and maintenance of quality records as required by the IV&V Facility Quality System.

2.0 Scope

This procedure applies to quality records as identified in the System Level Procedures (SLPs) and Work Instructions (WIs) comprising the Facility's Quality Management System.

3.0 Definitions

3.1 Quality Record

An electronic record or hard copy document specifically required by the Quality System SLPs and WIs to furnish objective evidence of activity performed or results achieved.

3.2 Responsible Person

The person identified in the SLPs or WIs responsible for generating a quality record.

4.0 Flow Chart

N/A.

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5.0 Responsibilities

- 5.1 The person identified in the SLP or WI as the generator of a quality record shall be responsible for:
 - 5.1.1 Ensuring that all hard copies of quality records are legible and delivered to the NASA Administrative Office for filing. *Note: Hard copies of quality records are stored in the NASA Administrative Office's file cabinets.*
 - 5.1.2 Ensuring that all electronic quality records are either provided to the appropriate person identified in the SLP or WI for storage or stored as directed in the SLP or WI on a Facility shared drive.
- 5.2 The Administrative Office shall be responsible for:
 - 5.2.1 Maintaining a file plan and file log.
 - 5.2.2 Maintaining the physical filing system.
 - 5.2.3 Filing all hard copies of quality records.
 - 5.2.4 Ensuring that the procedures of NPR 1441.1 are followed for the, collection, indexing, access, filing, storage, maintenance, and disposition of quality records.
- 5.3 Facility Deputy Director shall be responsible for:
 - 5.3.1 Providing a computer network shared drive for the storage of electronic quality records.
 - 5.3.2 Providing access to the computer network shared drive to the appropriate personnel generating and needing access to quality records.

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6.0 Procedure

The procedure for quality records adheres to the guidelines set forth in NPR 1441.1.

The Quality Records Tables in the SLPs and WIs define the quality records that shall be kept. Responsibility for developing, revising, or completing records accurately and promptly resides with the person responsible for generating the quality record.

- 6.1** Creation of New Files for Quality Records (Hard Copy): The initiator of a new project shall provide the Administrative Office with the file/project name and file number . The Administrative Office will incorporate the new file into the File Plan and a folder will be made and placed in the filing cabinet.
- 6.2** Creation of New Electronic Files: The responsible person identified in the SLP or WI for the generation and maintenance of an electronic quality record shall create the appropriate file structure on the appropriate network shared drive as directed by the Deputy Director.
- 6.3** Delivery of Quality Records (Hard Copy) Files to the Administrative Staff: The person generating the quality record shall indicate the appropriate file number (from the File Plan) and date of the document in the upper right hand corner and place document in the "Filing" basket located in the NASA Administrative Office.
- 6.4** Filing Quality Records (Hard Copy): The Administrative Staff shall file the quality records in the filing system as indicated and per the procedures of NPR 1441.1.
- 6.5** Filing of Quality Records (Electronically): The person responsible for filing quality records (electronically) shall save the file on the appropriate network shared drive as directed by the Deputy Director.
Audit of IV&V Services quality records: IV&V Services quality records will be audited in accordance with work instruction IV&V 16-1.

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7.0 Metrics

There are no metrics for the IVV 16 system level procedure.

8.0 Records

Quality Records are defined in the individual SLPs and WIs.